



GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

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September 25, 2008

TO: PROJECT DIRECTORS
TRIBAL RESOURCE SPECIALIST PROGRAM (TS)

RE: REQUEST FOR APPLICATION (RFA) FY 2008/09

The Governor's Office of Emergency Services (OES) is pleased to announce the release of the Tribal Resource Specialist Program (TS) Request for Application (RFA). This is an RFA comprised solely of federal Children's Justice Act (CJA) funds for specific activities. This document is designed to be interactive electronically with fill able forms which are available on the OES website in "Forms" at www.oes.ca.gov. Users need to use Adobe Reader 7.0 or 8.0 (free software) in order to access and save the text of their completed forms. A link to Adobe is provided at the bottom of the "Forms" pages.

The currently funded projects are the only ones eligible to receive funding under the Tribal Resource Specialist Program. The RFA is being e-mailed to you, the Project Director. It will also be posted to the OES Website at www.oes.ca.gov, under OES Divisions, Law Enforcement and Victim Services Division, Applications and Proposals.

The grant period will begin January 1, 2009 and end December 31, 2009. The total amount of CJA funds available for the Tribal Resource Specialist Program for Federal Fiscal Year 2008/09 is anticipated to be \$300,000. Please note that funding is contingent upon availability of the federal funds, successful project performance, and compliance with the grant award agreement.

To receive funding in Calendar Year 2009, the completed application should be returned by **Friday, November 7, 2008**. Instructions for mailing the application are included in the RFA.

Should you have questions, please contact Norine Hegy, Senior Program Specialist, at (916) 327-8700 or email her at norine.hegy@oes.ca.gov.

Sincerely,

Roseann St. Clair, Acting Chief
Victim Justice Section

Enclosure

**GOVERNOR’S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**TRIBAL RESOURCE SPECIALIST PROGRAM
REQUEST FOR APPLICATION**

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- III. **FORMS** –Click on one of the form links below to access the form. Save the form to your hard drive before you attempt to fill it out. To access the complete list of forms on our website click on **(FORMS)**, **or** go to **www.oes.ca.gov** and select “Forms”, **or** paste the following link into your browser:

www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Applications%20and%20Proposals&Div=Law+Enforcement+and+Victim+Services&Branch=Applications%20and%20ProposalsForms

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**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**TRIBAL RESOURCE SPECIALIST PROGRAM (TS)
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the proposal and can be accessed at the website, www.oes.ca.gov, by selecting "Justice Programs", then "Applications" and "*Recipient Handbooks*."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Norine Hegy, Senior Program Specialist
Tel: (916) 327-8700
Fax: (916) 327-5674
norine.hegy@oes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by Friday, November 7, 2008**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Norine Hegy – Victim Justice Section (Tribal Resource Specialist Program)

2. Hand delivered by **5:00 p.m. on Friday, November 7, 2008**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Norine Hegy – Victim Justice Section (Tribal Resource Specialist Program)

D. ELIGIBILITY

Big Pine Paiute Tribe, Dry Creek Rancheria of Pomo Indians, and Pechanga Band of Luiseno Indians are the only tribes eligible to apply for funding under this program.

E. FUNDS

1. Source

The Tribal Resource Specialist Program is a three-year program funded with federal Children Justice Act (CJA) funds. Federal Children Justice Act funds must be used to improve the investigation, prosecution, and judicial handling of cases of child abuse and neglect. The overall goal of the CJA is to reduce systemic trauma to children who are victims of child abuse, sexual abuse and exploitation, and preserve the right of all parties involved in the investigation of such cases.

2. Amount

The total amount available for the second year of the program is \$300,000. There are no match requirements to obtain these funds. It is anticipated that each of the three current projects will receive \$100,000 for the second of a three-year grant period. Execution of this grant award is contingent upon the Governor's Office of Emergency Services' (OES) approval of all required grant documents, passage of the Federal and State Budget Acts, and past project performance.

3. Grant Cycle

The grant period will begin January 1, 2009 and end December 31, 2009. Projects must budget for twelve (12) months.

F. PROGRAM INFORMATION

The Tribal Resource Specialist Program is funded with federal Children's Justice Act monies. CJA is supported by the Federal Crime Victim's Fund, from fines and fees from defendants convicted of federal crimes. The Crime Victim's Fund is administered by the United States Department of Justice, Office of Victims of Crime (OVC). CJA grants are awarded by the Administration on Children, Youth, and Families, United States Department of Health and Human Services, as authorized by Section 107 of the Child Abuse Prevention and Treatment Act (CAPTA), as amended, October 3, 1996. Recipient States must be eligible for the CAPTA Basic State Grant and establish and maintain a multi-disciplinary task force on children's justice issues.

OES is the administering agency for the CJA grant funds. The CJA is a federal program charged with identifying the need for systemic changes in the area of investigating child abuse. The federal funds provide grants to states to improve the investigation, prosecution, and judicial handling of cases of child abuse and neglect. Since 1993, CJA funds have supported numerous programs throughout California, several of which have resulted in sustainable improvements in the system's response to child abuse. The overall goal of the CJA is to reduce systemic trauma to children who are victims of child abuse, sexual abuse and exploitation, and preserve the rights of all parties involved in the investigation of such cases.

Recipients must comply with Public Law 103-227, Part C – Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any

portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts.

The CJA Task Force is a requirement for California's eligibility to receive the federal funds. This Task Force is comprised of professionals throughout California who have experience, knowledge and expertise in the areas of criminal justice and child abuse, including investigation of child physical abuse, child neglect, child sexual abuse and exploitation, child maltreatment-related fatalities, and disabilities. The Task Force is responsible for making policy, program, and training recommendations to the State regarding improvements and reform to the way suspected child abuse cases are handled.

G. PREPARING AN APPLICATION

The Table of contents includes a link to an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the nine required application components in the order listed below:

- Application Cover Sheet
- Grant Award Face Sheet (OES A301)
- Project Contact Information
- Certification of Assurance of Compliance - CJA
- Signature Authorization and Instructions
- Project Narrative
- Budget Narrative and the Project Budget (OES A303a-c)
- Project Service Area Information
- Application Appendix (refer to Part II, C.).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**TRIBAL RESOURCE SPECIALIST PROGRAM (TS)
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

A. PROJECT NARRATIVE

1. Problem Statement

A problem statement is not required.

2. Plan and Implementation

Listed below are the Tribal Resource Specialist Program year two objectives which must be included in the project's plan. Describe how the project will implement the program, including the specific activities necessary to accomplish each of the objectives. In addition, the project must include a statement for each objective describing the specific documentation procedures and/or source documentation to be used to demonstrate how each objective was achieved.

a. Objective 1: Formal Linkages

List the formal linkages the project has established with the relevant agencies that serve as a point of contact regarding information on child welfare services for Native American children within the target service area. Include a copy of the Operational Agreement for each established linkage (as stated in the Request for Proposal issued in 2007, *Applicants selected for funding will be required to submit Operational Agreements (OAs) with each of the agencies involved, clearly defining the roles of the program staff and the agencies' willingness to cooperate and engage in the regular exchange of information.*) See Part II, Section C for information on sample operational agreements.

Provide a list of additional agencies, if any, which are considered to be critical partners in the provision of Indian child welfare services that formal linkages have not been established with yet. Describe any barriers to developing these linkages and provide a timeline as to when the Operational Agreements with each of these agencies will be finalized.

b. Objective 2: Case Management of Indian Child Welfare Act (ICWA) Cases

Describe how the project, in year one, worked collaboratively with relevant agencies to assist in facilitating communication and collaboration among the courts, agencies, and tribes in considering the best outcomes for Indian children. Identify the steps that will be taken in year two enhance collaborative work with relevant agencies. Describe how the project is tracking each ICWA case and what additional steps are necessary to refine and maintain the tracking system.

c. Objective 3: Streamline Referrals

Describe the steps the project took in year one to identify gaps in the service delivery system. Also describe the steps the project took to help streamline referrals for Indian children identified as at-risk of or already experiencing child abuse and/or neglect. Describe any additional steps the project will be taking in year two to address ongoing gaps in service delivery, as well as further steps the project plans to take to streamline referrals.

d. Objective 4: Local Written Protocols

Describe how the project has been assisting in the development of local written protocols to improve the exchange of information, coordination, and handling of Indian child welfare cases and what steps will be taken this year to complete the development and/or begin the implementation of these protocols.

e. Objective 5: Preparing Final Report with Recommendations

Describe the systems that have been developed to track the issues, challenges, best practices that will culminate in a final report in year three of the grant award. Describe the steps the project will take in year two to begin developing the final report due in year three of the grant award.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. Select “Justice Programs”, then “Applications” and “*Recipient Handbooks*” for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

1. **Budget Narrative**

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the applicant's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

2. **Specific Budget Categories**

There is an Excel Workbook in "Forms" ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. Personal Services – Salaries/Employee Benefits (OES A303a):

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category.

Consultant services remain under Operating Expenses (refer to Part II, B.2.b. – Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

c. Equipment (OES A303c):

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. **APPLICATION APPENDIX**

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Operational Agreements: *OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period.* This document must demonstrate a formal system of networking and coordination with other agencies and the applicant. A sample OA is provided in “Forms” ([FORMS](#)).
- Project Summary
- Noncompetitive Bid Request, if applicable
- Out of State Travel Request, OES 700, if applicable
- Computer and Automated Systems Purchase Justification, if applicable